



UNIFIED CARRIER REGISTRATION PLAN

Sunshine Act Meetings

TIME AND DATE: February 16, 2023, 12:00 p.m. to 3:00 p.m., Eastern time.

PLACE: This meeting will be accessible via conference call and via Zoom Meeting and Screenshare. Any interested person may call (i) 1-929-205-6099 (US Toll) or 1-669-900-6833 (US Toll), Meeting ID: 912 2942 8303, to listen and participate in this meeting. The website to participate via Zoom Meeting and Screenshare is

<https://kellen.zoom.us/j/91229428303>

STATUS: This meeting will be open to the public.

MATTERS TO BE CONSIDERED: The Unified Carrier Registration Plan Education and Training Subcommittee (the “Subcommittee”) will continue its work in developing and implementing the Unified Carrier Registration Plan and Agreement. The subject matter of this meeting will include:

Proposed Agenda

- I. **Call to Order** – UCR Education and Training Subcommittee Chair
The Subcommittee Chair will welcome attendees, call the meeting to order, call roll for the Subcommittee, confirm whether a quorum is present, and facilitate self-introductions.
- II. **Verification of Publication of Meeting Notice** – UCR Executive Director
The UCR Executive Director will verify the publication of the meeting notice on the UCR website and distribution to the UCR contact list via e-mail followed by the subsequent publication of the notice in the *Federal Register*.
- III. **Review and Approval of Subcommittee Agenda and Setting of Ground Rules** – UCR Education and Training Subcommittee Chair
For Discussion and Possible Subcommittee Action
The Subcommittee Agenda will be reviewed, and the Subcommittee will consider adoption.

Ground Rules

- Subcommittee action only to be taken in designated areas on agenda

- IV. **Review and Approval of Subcommittee Minutes from the December 8, 2022 Subcommittee Meeting** – UCR Education and Training Subcommittee Chair
For Discussion and Possible Subcommittee Action
Draft minutes from the December 8, 2022, Subcommittee meeting will be reviewed. The Subcommittee will consider action to approve.
- V. **Audit 2 Module** – UCR Education and Training Subcommittee Chair
The Subcommittee will review assigned questions from the Audit Training 2 video modules to ensure accuracy of updates to the modules.
- VI. **State Auditor Onboarding Letter** - UCR Education and Training Subcommittee Chair
The Subcommittee Chair will review a draft version and seek comments.
- VII. **Agency Head Brochure** - UCR Education and Training Subcommittee Chair
The Subcommittee Chair will review a draft version and seek comments.
- VIII. **Module Development** - UCR Education and Training Subcommittee Chair
The Subcommittee will identify key reports generated in the NRS system for module consideration.
- IX. **Other Business** – UCR Education and Training Subcommittee Chair
The Subcommittee Chair will call for any other items Subcommittee members would like to discuss.
- X. **Adjournment** – UCR Education and Training Subcommittee Chair
The Subcommittee Chair will adjourn the meeting.

The agenda will be available no later than 5:00 p.m. Eastern time, February 8, 2023
at: <https://plan.ucr.gov>.

CONTACT PERSON FOR MORE INFORMATION: Elizabeth Leaman, Chair, Unified Carrier
Registration Plan Board of Directors, (617) 305-3783, eleaman@board.ucr.gov.

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